



# Office of the City Clerk

Weekly Report – for Week Ending February 17, 2017

## OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

### Elections

At its February 14, 2017, meeting, the Rules, Elections and Intergovernmental Relations and Neighborhood Committee designated an argument author in favor of Charter Amendment C, Civilian Review of Police Disciplinary Matters. There were no applicants requesting to write an argument against the measure. The author has until February 21, 2017, to submit a written argument to the Election Division.

The random alphabet drawing to determine the order in which candidates' names will appear on the May 16, 2017 General Municipal Ballot was held on February 16, 2017. The public was invited to attend and a video clip of the process will be placed on YouTube.

Staff has recruited 70% of the total number of polling places needed for the May 2017 General Municipal Election.

Staff completed the non-English language Voter Information Pamphlet (VIP) mailing this week. Approximately 93,900 non-English VIPs, in total, were mailed.

Six media partners have agreed to air the Department's election related public service announcements. Additionally, two marquee displays and numerous bus shelters throughout the City contain advertising regarding the upcoming March 7, 2017 Primary Nominating Election.

Staff conducted another voter outreach blitz this week at the nine Los Angeles Community College campuses throughout the City.

Staff hosted a delegation from Moscow, Russia on February 16, 2017. The delegates were interested in the City's election administration, operations and, specifically, poll worker recruitment and training. Staff learned about Russian election processes as well.

### Neighborhood and Business Improvement Districts

On February 14, 2017, the Economic Development Committee approved the 2017 Annual Planning Reports for the Hollywood Media District, Downtown Center and Lincoln Heights Industrial Zone Business Improvement Districts.

### Systems

The Neighborhood Council inventory management function will be transferring to the City Clerk. Staff is working on the development of an online inventory portal to manage the Neighborhood Councils' inventory. The portal will have reporting tools to track computer related items for each Neighborhood Council as well as all capital assets.



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Staff demonstrated the Novus electronic agenda system to the Department of Water and Power (DWP) this week. DWP is interested in using the same electronic agenda system for Council meetings for their Board meetings. The City Clerk has already assisted the Board of Public Works and the Department of Neighborhood Empowerment in implementing this system.

The Systems Division is collaborating with the Information Technology Agency and the City Attorney to discuss the potential for developing a system to address citywide CPRA requests. The system will be based on the City's 311 service platform. The portal will allow constituents to submit record requests electronically and track the status of their requests online.

## **Neighborhood Council (NC) Funding Program**

Neighborhood Council Funding Process Training was held at Empower LA/DONE on February 15, 2017. Approximately 25 Treasurers from various NCs throughout the City participated.

The City Clerk attended the Westside Regional Alliance of Neighborhood Councils and the South Los Angeles Alliance of Neighborhood Councils meetings this week with the General Manager of Empower LA/DONE to discuss the City Clerk's role in Neighborhood Council Elections and the NC Funding Program.

We have named the new NC funding portal TASC – Transparency, Accountability, Simplicity, Consistency. We continue to work toward a June 30 project completion date.